

APPOINTMENT MISSED/NO SHOW/NO CALL POLICY

Dear Patient,

We strive to render excellent care to you and the rest of our patients. In an attempt to be consistent with this, we have an **Appointment Missed/No Show/No Call Policy** that allows us to schedule appointments for all our patients. When appointments are habitually missed, it prohibits us from scheduling other patients to come in. That time cannot be used to treat another patient who needs care. In over 36 years of service, patients depend on us to get them in for an appointment.

Keeping appointments is essential for your health. We understand there may be a day in which something unexpected comes up that does not allow you to make your appointment. We always encourage our patients to call and leave a message on our machine.

Therefore, we allow 3 missed adjustment appointments per year per patient. After this the charge will be the price of the adjustment. If we have been billing your insurance, the cost will be for a non-insured adjustment.

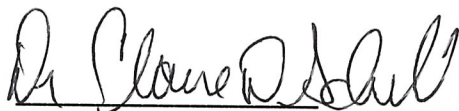
For any type of extended time appointment, the amount assessed for that missed appointment is the quoted price for that extended time.

Additionally, if a patient is more than 15 minutes late to his/her appointment, the patients that were on time will be seen first.

If you have any questions regarding this policy, please let our staff know and we will be glad to clarify any questions you have.

We thank you for your patronage.

Sincerely,



Dr. Claire D. Schill

Print Patients Name

Patients Signature

Date

This form will remain in the patients chart for 2 years